

# Tierra Bella Reststop Setup Guide

Updated 3/10/2020



# 1 - Site Supply Box

If you need it, it can be found in the site supply box



Site Supply Box	Chictactac Adams	Henry Coe	San Martin	Gilroy Hot Springs	Coyote Valley	Gavilan / Logistics
Extra Toilet Paper	10	8	4	6	4	
Extra Soap, for portapotties	2	1	1	1	1	
Extra Towels - Folding, for PP	5	1	1	2	1	
Duct Tape - Big Roll	1	1	1	1	1	1
Masking Tape - 1 inch	1	1	1	1	1	1
CAUTION tape				1		
Electrical GFCI	no	no	No	2	no	
Electrical power strip						
Electrical extension cord - 100 ft						
Sun Block - 30 SPF, 8 ounce	1	1	1	1	1	1
Felt Tip Pen - Fine	1	1	1	1	1	1
Felt Tip Marker	1	1	1	1	1	1
Spigot (spare)	1	1	1	1	1	1
Lighter (spare)	1	1	1	1	1	1
Screwdriver - Phillips	1	1	1	1	1	1
Screwdriver - Flat	1	1	1	1	1	1
Wrench, adjustable	1	1	1	1	1	1
Pliers	1	1	1	1	1	1
Rope, 50 ft	1	1	1	1	1	
Trash Bags - 55 Gallon, 5 per Holder	25	20	15	25	20	20
Bag Holding Clips, 4 per Holder	20	12	16	20	16	16
Padlock and key (to lock the truck)			1		1	
33 Mile Route (yellow)	10		10			20
100K Route (green)	10		10		10	20
Hilly 100K Route (blue)			10	10		20
Very Hilly 100K Route (pink)		10	10			20
100 Mile Route (orange)		10	10	10	10	20

## 2 - Site Information Envelope

<b>Site Information Envelope</b>	<b>Chictactac Adams</b>	<b>Henry Coe</b>	<b>San Martin</b>	<b>Gilroy Hot Springs</b>	<b>Coyote Valley Open Space</b>	<b>Gavilan College</b>
Order Sheet	1	1	1	1	1	1
<b>Permits:</b>						
County Food Preparation	1	1	1	1	1	
Gilroy City				1		1
County Parks	1				1	1
Coe Park		1				
Morgan Hill City	1					1
Gavilan Contract						1
County Roads	1	1	1	1	1	1
County Parks Data Sheet	1				1	
Map	1	1	1	1	1	1
Toilet Placement Drawing	1	1	1	1	1	1

### 3 - First Aid Kits



Keep it handy

First Aid Kits - Contents	
Item	Amount
Accident report instructions	1
Accident form	2
Acetaminophen, 325 mg	2-4 tabs
Alcohol swabs	10
Antibiotic ointment	1
Aspirin, generic, 325 mg	4 tabs
Band aids, small	5
Band aids, large	5
Diphenhydramine, 25 mg	2 tabs
Gauze, 2"x2"	5
Gauze, 4"x4"	1 pack
Gauze wrap	2
Gloves	2 pr.
Ibuprofen, generic, 200 mg	9 tabs
Ice pack - not supplied	use baggies & ice
Scissors	1
Sunscreen	1
Tape	1
Tissue	1
Tagaderm	2
Tampons	2

## 4 – Signs & Trash Frames



Each reststop gets  
an extra (blank) sign



Trash Frames	Chictactac Adams	Henry Coe	San Martin	Gilroy Hot Springs	Coyote Valley Open Space	Gavilan / Logistics
PVC Trash Frames	7	4	7	4	4	4
trash bags and clips are already included in the site supply box						

Extra trash bags are found in the site supply box

## 5 - Canopy Joint Boxes

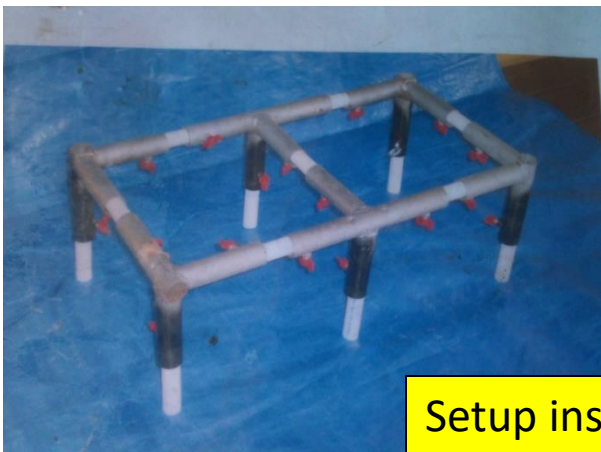


Canopy Size & Type	Quantity of Each Type	Joint Box	Joints	Bungees	Instruction sheet
10 x 10 Flat Top	1	1	4	30	1
10 x 20 Flat Top	1	1	6	40	1
10 x 20 Ridge Top	8	1	6	40	1
20 x 20 Ridge Top with center support	2	1	9	75	1
20 x 20 Ridge Top No center support	1	1	9	75	1

Put bungees in groups of 10  
 Fold canopies so that size is showing  
 Make sure each box has instructions  
 Make sure poles are taped in groups



## 6 - Canopy Details



Setup instructions are located in the Joint Box

Canopy Size & Type	Quantity of Each Type	Canopy	Joint Box	Joints	Bungees	6 ft corner poles	7 ft peak poles	10 ft roof poles	Concrete Cans
10 x 10 Flat Top	1	1	1	4	30	4	0	4	4
10 x 20 Flat Top	1	1	1	6	40	6	0	7	6
10 x 20 Ridge Top	8	1	1	6	40	4	2	7	6
20 x 20 Ridge Top with center support	2	1	1	9	75	6	3	12	9
20 x 20 Ridge Top No center support	1	1	1	9	75	6	0	12	6



## 7 - Bike Racks and Pumps



Each bike rack needs

- 1 8 ft pipe
- 4 metal legs
- 2 wooden strips

Wooden bases are not needed if you can push the legs down into the ground/grass



## 8 - Food Prep Tents



Single (10 x 10)



Double (10 x 20)



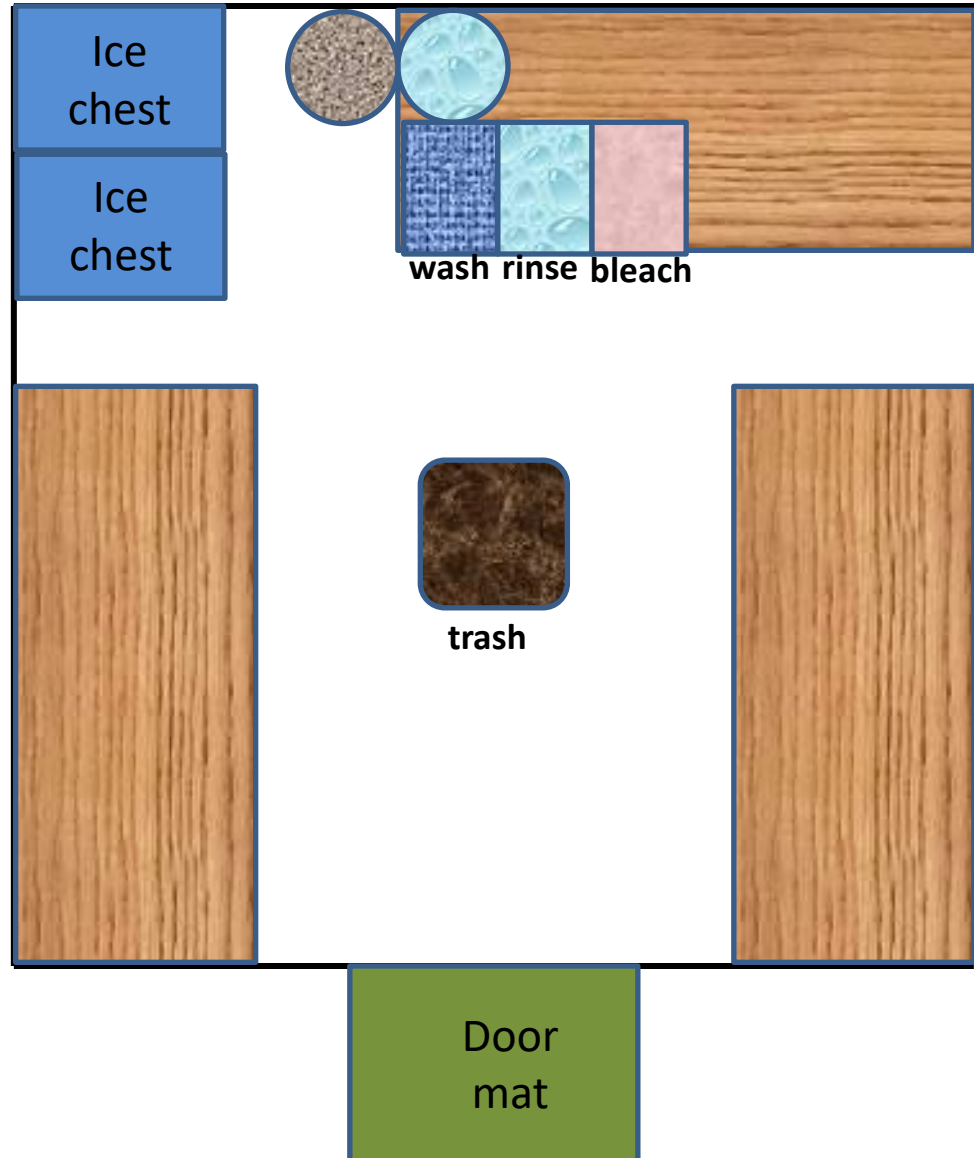
Food Prep Tent	Chictactac Adams	Henry Coe	San Martin	Gilroy Hot Springs	Coyote Valley Open Space
Plastic trash cans	1	1	1	1	1
Camouflage ground covers 10x12	1	1			1
Bricks to hold down floor	4	4			4
Door mat	1	1	1	1	1
Mesh Wall Kit - single/4 walls		1	1	1	1
Mesh Wall Kit- Double/6 walls	1				
10 x 10 Pop-Up	5	1	1	2	3
Pop-Up #s Assigned	<b>3,4,5,6,7</b>	<b>12</b>	<b>2</b>	<b>8,9</b>	<b>1,10,11</b>

Instructions are found in the food-prep wall box

## 9 - Food Prep Tent Setup

### Food Prep – Single

- 1 – 10x10 pop-up
- 1 – set of 4 walls
- 1 – 12x12 ground cover
- 1 – door mat
- 1 – warm water dispenser
- 1 – waste water bucket
- 3 – utensil wash pans
- 1 – trash can plus bags
- 2 – plywood base supports  
(all food off the ground)
- 1 – liquid dish soap
- 1 – liquid hand soap
- 1 – bleach (1 table spoon for  
2 gallons water)
- 1 – paper towels
- 1 – probe thermometer  
(45°F max for cold items)
- 1 – food permit
- 1 – completed checklist



# 10 - Food Prep Tent Instructions

## Setup Instructions

1. Lay out ground cover on a flat place
2. Open the 10x10 popup
3. Center the popup on the ground cover
4. Popup legs should be straight up/down
5. Install the door first – velcro at the top
6. Leave the door zipped up until all walls are on
7. Install the other walls – velcro at the top plus the long zipper to the adjacent wall
8. Save the walls box to use afterwards
9. Place the tables inside the tent
10. Bring in all food items, keeping them off the ground, with the plywood supports
11. Place the warm water and waste bucket
12. Place the 3 utensil wash pans
13. Food prep may begin only after warm water is available and pans are ready to go

## Take Down Instructions

1. Pack up all food items and move them out of the food prep tent
2. Clean and dry all utensils and cutting boards, pack them away
3. Clean and dry all wash pans, igloos, and ice chests
4. Remove the walls and fold them one by one, be sure all windows are first closed
5. Be sure to zip up the door before folding
6. Return the walls to the box that it came in, putting the door on top.
7. Carefully take down the 10x10 pop-up, being sure to push in the buttons to release each corner. Do not force it.
8. The popup canopy may be left on the frame while closing.
9. Fold the ground cover, starting with the ground-side facing inward. Be sure the size-marking corner is to the outside
10. Place all plywood supports together and secure them with duct tape

# 11 - Hand/Utensils Wash Station



Hand / Utensils Wash Station	Chictactac Adams	Henry Coe	San Martin	Gilroy Hot Springs	Coyote Valley
Utensil wash pans (Wash, Rinse, Bleach Rinse)	3	3	3	3	3
Drying tray	1	1	1	1	1
yellow teaspoon measure	1	1	1	1	1
Bleach, small bottle	1	1	1	1	1
Liquid Disp Soap	1	1	1	1	1
Liquid Hand Soap	1	1	1	1	1
<b>Site information envelope</b>	1	1	1	1	1
food permit					
other permits					
porta-potty location map					
<b>Self-Inspection Checklist</b>	1	1	1	1	1

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## 12 - Utensil Wash Station



- 1 teaspoon (concentrated) bleach per 1 gallon of water
- Use the markings on the Bleach pan
- Self-inspection checklist is to be filled out and taped up inside the food prep tent

- Teaspoon measure
- Bleach (concentrated, 8.25%)
- Hand soap
- Dish soap
- Wash pan
- Rinse pan
- Bleach rinse pan
- Drying pan
- Self-inspection Checklist



# 13 – Self-Inspection Checklists

## SUPPLIES CHECKLIST

This supply list has been prepared to assist in preparing for your event. It may not contain all items needed for your particular set-up. Please refer to *Requirements for Temporary Food Facilities in the County of Santa Clara* for additional information.

- ☐ Health Permit – must be posted onsite
- ☐ Booth – completely screened if handling open food
- ☐ Booth – floor covering for lawn or dirt
- ☐ Two or Three Tables for food preparation, utensil washing, etc. – table surface must be smooth and cleanable
- ☐ Shelving – store food at least 6 inches off the floor
- ☐ Probe-type metal food thermometer
- ☐ Cooking equipment
- ☐ Cold-holding equipment (e.g., refrigerator, clean ice chest)
- ☐ Hot-holding equipment (e.g., chafing dish, food warmer)
- ☐ Ice:
  - Ice for beverages (beverage ice MUST be kept separate from cold-holding ice)
  - Ice for cold-holding in ice chests
- ☐ Utensils (e.g., tongs, ice scoops, cutting boards)
- ☐ Disposable food service gloves
- ☐ Handwashing set-up:
  - Two drinking/spring water dispensers (minimum 2 gallons each)
  - Liquid handsoap in a pump dispenser
  - Paper Towels
  - catch bucket or tub (for wastewater)
- ☐ Utensil washing set-up:
  - Three containers – each large enough to accommodate the largest utensil to be washed
  - Dishwashing soap
  - Household bleach
- ☐ Extra Water – for both handwashing and utensil washing
- ☐ Waste containers (for use inside temporary food facility):
  - liquid waste (for ice melt, utensil washing, etc.)
  - trash (for paper and food waste, etc.)
  - grease (for both hot and cold grease waste)
  - charcoal and briquettes (if applicable)
- ☐ Perimeter fencing for open-air BBQ and deep fat frying areas (if applicable)
- ☐ Other: \_\_\_\_\_



## To Be Posted Inside Food Booth Self-Inspection Checklist for Temporary Food Facilities

### PRE-OPENING REQUIREMENTS: MUST BE COMPLETED BEFORE ANY FOOD PREPARATION OR FOOD DISTRIBUTION BEGINS

- ☐ Valid permit posted allowing operation of temporary food facility, as issued by the County of Santa Clara Department of Environmental Health.
- ☐ Approved supply of potable water provided.
  - Commercially purchased bottled water, municipal water (**NO RECLAIMED WATER SOURCES**), OR approved well water (*requires prior evaluation of bacterial water test*).
  - Minimum of 20 gallons/day for utensil and hand washing.
  - Additional water may be needed for food preparation activities (i.e. produce washing).
- ☐ All booths: cleanable floor (*grass, dirt and decomposed granite MUST be covered with approved tarps or plywood*) and overhead protection.
- ☐ Booths that handle open food shall have:
  - Window openings do not exceed 216 square inches. Minimum distance between window openings are not less than 18 inches. (*Fire Dept. has been contacted regarding additional requirements*)
  - Fully enclosed booth with approved 16-mesh fly-screening or canvas on all sides.
- ☐ Hand wash station is set-up and ready-to-use inside booth.
  - Approved water source, dispenser to have a spigot that can lock in the open position.
  - Warm water for handwashing.
  - Liquid soap in pump dispenser.
  - Paper towels.
  - Wastewater bucket.
- ☐ Utensil wash station is set-up and ready-to-use inside booth; test strips available.
  - 3 containers large enough to hold largest piece of equipment or utensil.
    - △ Soapy water in 1<sup>st</sup> container.
    - △ Clean water in 2<sup>nd</sup> container.
    - △ Sanitizing solution in 3<sup>rd</sup> container. (*use 1 tbsp of unscented bleach for 2 gal of water*)
- ☐ Enough equipment provided to hold ALL:
  - Cold foods at or below 45°F (41°F if food used for next day).
  - Hot foods at or above 135°F.

### FOOD BOOTH STRUCTURE AND OPERATIONS

- ☐ Correctly constructed and large enough to accommodate all food and equipment (*no food preparation is allowed outside*).
- ☐ Name of the booth (*not less than 3 inches high*), city, state, ZIP Code, and name of the permittee (*not less than 1 inch high*) to be displayed on side of booth.
- ☐ Shatterproof light bulbs or covers present over food preparation and food/utensil storage areas.
- ☐ Self-inspection checklist visibly posted inside booth.

- ☐ All open food stored inside facility and off the floor.
- ☐ All equipment and utensils approved for use.
  - Made of safe material and easy-to-clean.
  - No galvanized or enamel cookware or utensils.
  - All utensils and cooking equipment are off the floor and inside facility (*except BBQ and deep fat fryers or otherwise directed by the Fire Department*).
- ☐ BBQ and deep-frying cooking areas fenced off from public access.
- ☐ Live animals not allowed in booth or cooking areas.
- ☐ Restroom(s) located within 200 feet.
- ☐ Safe and sanitary method available to dispose of charcoal and briquettes (*i.e. metal waste container*).
- ☐ Leak-proof containers provided for:
  - Wastewater.
  - Trash.
  - Grease.
- ☐ Knows location of common waste disposal area.
- ☐ Sanitizing solution for wiping cloths provided (*use 1 tablespoon of unscented bleach for 2 gallons of water*).

### FOOD PREPARATION AND HANDLING

- ☐ Food from an approved source – no foods stored or prepared in a private home unless this is Cottage Food Operation (*food invoices/receipts must be available at booth for specialist's review during inspection*).
  - NO open food stored or displayed at service counters.
  - Condiments in single-service, pump-type or squeeze containers.
- ☐ Calibrated probe-type metal thermometer provided.
- ☐ Required minimum cooking temperatures monitored (*pork 145°F, ground meat 157°F, poultry/stuffed foods/reheat 165°F*).
- ☐ Utensils and disposable gloves provided to *minimize* hand/food contact.

### EMPLOYEE HABITS

- ☐ Employees keep hands clean and wash hands frequently.
- ☐ Employees have no open sores or not affected with a disease in a communicable form.
- ☐ All food handlers are wearing clean clothing and hair is restrained if needed.
- ☐ No smoking allowed in food facility or fenced BBQ/deep-fat fryer area.

### ADDITIONAL REQUIREMENTS

- ☐ Fire department has been contacted regarding any additional requirements.
- ☐ Department of Alcohol Beverage Control has been notified if alcohol is served.

SIGNATURE OF BOOTH OPERATOR

## 14 - Food Box Supports



All food must be kept at least 6 inches off the ground.

## 15 - Igloos & Ice Chests



Drip catcher  
Only needed  
for inside use



Each igloo gets one  
block of ice  
(take plastic off)



Ice chests might first go to food  
chair, to be filled with wraps and  
potatoes.

Igloos & Ice Chests	Chictactac Adams	Henry Coe	San Martin	Gilroy Hot Springs	Coyote Valley Open Space	Gavilan / Logistics	Total
Igloo - 5 Gallon	12	5	12	7	7	4	47
Ice Chests	6	4	6	5	4	1	26
Long wooden stirrer for Gavilan						1	1
Igloo drip pans for Gavilan						4	4
Ice - 10 lbs. Block	30	15	20	10	15	15	105
Ice - 20 lbs. crushed	8	4	8	4	4		28



## 16 - Pot & Cooker



Burner and all small parts are stored

- inside the 60-qt pots
- in a separate box for the 30-qt pots

### Pot & Cooker

Stove - Big, 60 Quart

Stove - Small, 30 Quart

Kettle

Burner

Hose and Regulator

Shutter and Spring

Lighter

Spigot

Wrench

Instructions

Heat Shield

Flame Safety Sheet

Gas Tank

Stove Base, conc, 16" SQ

Coffee Pot - 30 Cup

Coffee Pot - 100 Cup

# 17 - Water Tree and Hoses

All of the small parts are  
already in the orange  
water tool bucket



Water Tree	Calero	Machado School	Logistics
Bottle Fill Station "Water Tree"	1	1	1
Concrete Block	1	1	1
Hose Length Total	380	275	140
Hose - 4' White	2	2	2
Hose - 20' to 25' White	4	2	2
Hose - 50' White	2	1	2
Hose - 150' White			
Hose - 185' White		1	
Hose - 200' White	1		
Site Water Tool Bucket	1	1	1
Hose "Y" Valve	2	2	2
Hose End Valve	2	2	2
Anti Siphon Fittings	1	1	1
"Water Bandit" Adapter	1		
Valve "On/Off" Tool	1	1	1
Hose Spray Valve	2	2	2
Hose Washers	10	10	5
Carbon Filter Insert	1	1	1
Water Filter Body	1	1	1

The other reststops do not need  
a water tree or hoses

Mark the length of each hose



# 18 – Buckets & Utensils



Food/Utensil buckets are preloaded, and just need to be delivered to each reststop.



Buckets & Utensils	Chictactac Adams	Henry Coe	San Martin	Gilroy Hot Springs	Coyote Valley Open Space	Gavilan Lemonade
Utensils need to be put into the UTENSILS bucket first						
Bucket - <b>UTENSILS</b> - pre loaded	1	1	2	1	1	
<b>WASTE</b> Water Bucket	1	1	2	1	1	
Bucket - to Haul <b>WATER</b>	1	3	2	1	1	1
Hot Water Dispenser	1	1	1	1	1	
Plastic Tub - Large (empty)		1		1	1	
Large Bowl (to hold V8s)			1			

## 19 - Utensil Bucket Contents



Utensil Bucket	Chictactac Adams	Henry Coe	San Martin	Gilroy Hot Springs	Coyote Valley	Gavilan / Lemonade	Total
Thermometer	1	1	1	1	1		5
Kitchen Knives	6	6	6	6	6		30
Scissors	1	2	1	1	3		8
Sandwich spreaders	6	4	6	4	4		24
Rubber spatulas/scrapers	6	4	4	4	2		20
Can Opener	1	1	1	1	1		5
Small Snack Bags	1	2	3	2	1		9
Gatorade Stirrer	1	1	1	2	2	1	8
3/9/2020							



## 20 - Food Service – 4 Dispensers



Fritos, Goldfish, Peanut M&Ms, plain M&Ms – at every reststop



Open top of box on the table, then carefully turn the box over, and lift it off of the dispensers, which are stored as one unit, upside down in the box

## 21 - Food Service – 4 Bins & Support



### With scoop –

- Trail mix
- PB-filled nuggets

### With tongs –

- cookies
- ½ bananas
- Wraps
- Grapes
- Mini bagels
- Cut muffins

Wooden Support holds  
the 4 bins in place

